

19 March 1965

Colonel White:

I recommend that OTR not use live cases of theft, fraud, etc. for case studies/by Support JOT's-- or any others.

STAT  
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In the present class, and I assume in future classes, there are some who will depart the Agency shortly after completion of the course. For example, [ ] will accept a permanent commission with the Air Force and [ ] is at least considering such a commission with the Army. These young and impressionable officers, I believe, should not know that we have cases of fraud or theft which are not prosecuted. They do not yet have the same understanding of Agency security problems which members of the Department of Justice may have.

Rather than use live cases I recommend that the Office of Finance prepare some training material which would alert the JOT's to the type of things they should be looking for in handling money or accounts or vouchers and to point out some of the gaps that have existed in the system of checks and balances in the past.

VT  
VRT

**SECRET**  
**EYES ONLY**

16 MAR 1965

DD / S REGISTRY

FILE Personnel 12

MEMORANDUM FOR: Mr. [REDACTED]

SUBJECT : Use of Sensitive Personnel Files for Case Study Material

1. The Chief, FE Division has brought to my attention your request to use sensitive personnel files on Mr. [REDACTED] as source materials in preparing a case for study by Support JOF's. We would like to cooperate with you in this matter but believe that there should be precise understanding between us regarding the control of the basic file and the content of the completed case presented to your students.

2. In this case, FE Division has already screened the file for sensitive operational information. We would regard this kind of review to be a standing requirement in handling any subsequent requests. In addition, however, in recognition of the highly sensitive personnel information which is ordinarily a part of any serious problem case and in view of the responsibility of the Director of Personnel for controlling dissemination of such information on a rigid need-to-know basis, I must ask that you designate a responsible officer on your staff to research and develop each case and to authorize him and no one else to have access to our sensitive file. He must also understand that he is not at liberty to discuss the case in terms which would identify the personalities involved or their location. Finally, when he has developed the "case study" to be used, the draft must be submitted to my office for final review to ensure that no inadvertent disclosure is made which would reveal the identities concerned.

3. Mr. [REDACTED] will be my representative in these matters. You may wish to discuss with him in further detail the mechanics for handling the transmittal of these materials between your offices. However, should you wish to discuss the principles involved with me, I shall be glad to meet with you personally.

/s/ Emmett D. Echols

Emmett D. Echols  
Director of Personnel

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**SECRET**  
**EYES ONLY**

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